

THIS POSITION WORKS IN FAMILY PLANNING.

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: Community Health Technician

OPENING DATE: 10-02-06

CLOSING DATE: 10-16-06

DEPARTMENT: Health

SALARY RANGE: \$13.24/hr to \$15.15/hr

CURRENT HOURS AND STARTING TIME: Part-time **GRANT FUNDED** (Up to 29 hours per week) position; the starting time for this position currently is 8:30.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: Director/Health Officer

GENERAL RESPONSIBILITIES:

The employee in this classification, under the direct supervision of an assigned supervisor, assists in performing various screening and testing duties in an assigned program area; schedules appointments; maintains records and forms necessary for the delivery of services; assists in compiling information and preparing reports; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Performs screening, testing, information, referral and follow-up activities as required; may be required to provide outreach services to clients in the community.
- Maintains accurate records, completes and/or dispenses forms and coupons relevant to the program and necessary for the delivery of services.
- Schedules appointments and follow-up on clients as needed.
- Types a variety of materials, including, forms, coupons, receipts and other correspondence according to established procedures or specific instructions.
- Assists in the collection of data and compiling reports.
- Enters information on records and forms.

ESSENTIAL FUNCTIONS (continued):

- Maintains inventory of supplies and equipment; keeps appropriate records accordingly.
- Lifts and carries equipment and supplies that weigh up to fifty (50) pounds.
- Sees and hears with corrective measures for conducting vision and hearing tests as well as taking blood pressure.
- Bends, stoops and reaches to perform assigned duties.
- Performs routine clerical functions.

ADDITIONAL FUNCTIONS:

- May receive and post payments and process receipts.
- May travel during the course of business to authorized locations.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.
- An Associate Degree in Community Health or related field from an accredited college is preferred.
- A minimum of one (1) year of experience or training in healthcare or public health is preferred.
- Possession of a passing score for Job Family 3 on the General Clerical Test.
- Ability to type from clear copy or rough draft.
- Successful completion of the probationary period for the position of Community Health Technician.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge of the use of office equipment, terminology and procedures.
- Knowledge of Windows and Word.
- Knowledge of record keeping techniques and practices.

ADDITIONAL QUALIFICATIONS (continued):

- Organizational ability and initiative.
- Ability to establish and maintain effective working relationships with staff, other professionals and the public.
- Ability to understand and follow written and oral directions.
- Possession of an operable automobile for authorized departmental travel.
- Possession of a valid Michigan driver's license.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER